

Worksheet for the Wisconsin Public Library Annual Report

Reporting Library Activities for 2013

This worksheet can be used to compile necessary information before entering annual report data into LibPAS. All data entry fields are listed. Subtotal and total fields that are automatically calculated by LibPAS are not listed. Where information is provided by selecting a response from a dropdown list, the choices are shown; for example, Yes / No.

This worksheet does not replace the online annual report or the printed PDF report and cannot be accepted by the DPI.

Annual report instructions are online at pld.dpi.wi.gov/files/pld/pdf/annrptin.pdf.

For additional information, see pld.dpi.wi.gov/pld_annrpt.

I. GENERAL INFORMATION

1. Name of Library		
2. Public Library System		
Salutation		Mr. / Ms. / Mrs.
3a. Head Librarian First Name		
3b. Head Librarian Last Name		
4a. Certification Grade		Gr1 / Gr2 / Gr 3 / N/A
4b. Certification Type	Regular / Temporary / Provisional / Vacant / Pending / Permanent	
5. Certification Expiration Date		
6a. Street Address		
6b. Mailing Address (or PO Box number)		
7. City/Village/Town		
8a. ZIP Code		
8b. ZIP+4 Code		
9. County		
10. Library Phone No.		
11. Fax No.		
12. Director's Library E-mail Address		
13. Library Website URL	http://	
14. Number of Branches		
15. No. of Bookmobiles Owned		
16. No. of Other Public Service Outlets		
17. Does your library operate a Books-by-mail program?		Yes / No
18. Is your library formally established as a Joint Library under s.43.53		Yes / No
19a. Winter hours open per week		
19b. Number of Winter Weeks		
19c. Summer Hours open per week		
19d. Number of Summer Weeks		
20. Square Footage of Public Library (this location only)		
21. Did your library move to a new facility or branch or expand an existing facility during the fiscal year?		Yes / No

Ib. OUTLET INFORMATION

Only libraries with branches or bookmobiles complete Section Ib online for all locations.

General Information

Location	Legal Name of Branch	Mr/Ms	First Name of person in charge	Last Name of person in charge	Email for this location
		Mr. / Ms.			

Address Information

Location	Street Address	Mailing Address / P.O. Box	City/Village/Town	Zip Code	ZIP+4	County

Other Outlet Information

Location	Telephone No.	Square Footage

Hours of Operation

Location	Winter hours open per week	Number of Winter Weeks	Summer hours open per week	Number of Summer Weeks

II. LIBRARY COLLECTION

1a. Books in Print (end of year total)	
1b. Books in Print Added During Year	
2. Electronic Books (E-books)	
3a. Audio Materials (end-of-year total)	
3b. Audio Added During Year	
4. Electronic Audio Materials (downloadable)	
5a. Video Materials	
5b. Video Added During Year	
6. Electronic Video Materials (downloadable)	
7a. Other Materials Owned	
7b. Other Material Description	
8a. Databases (Locally owned or leased)	
8b. Other Databases (purchased by library system or consortia)	
8c. Statewide Databases (provided through BadgerLink)	
10. Subscriptions (Includes periodicals and newspapers, but excludes those in electronic format)	

III. LIBRARY SERVICES**1. Circulation Transactions**

1a. Total Annual Circulation	
1b. Circulation of Children's Materials	

2 Interlibrary Loans

2a. Items Loaned (provided to)	
2b. Items Received (received from)	

3. Number of Registered Users

3a. Registered Users Resident	
3b. Registered Users Nonresident	

4. Reference Transactions

4a. Method Used to Count Reference Transactions	Actual Count / Survey Weeks(s) / Did Not Collect
4b. Annual Count of Reference Transactions	

5. Library Visits

5a. Method Used to Count Library Visits	Actual Count / Survey Weeks(s) / Did Not Collect
5b. Annual Count of Library Visits	

6. Uses of Public Internet Computers

6a. Method for Counting Uses of Public Internet Computers	Actual Count / Survey Weeks(s) / Did Not Collect
6b. Annual Count of Uses of Public Internet Computers	

7a. Number of Licensed Database Sessions	
7b. Number of Locally-Created, Non-Commercial Database Sessions	
7c. Uses of E-Books By Users of Your Library	
7d. Uses of E-Audio by Users of Your Library	
7e. Uses of E-Video by Users of Your Library	

8. Programs and Program Attendance Annual Count

	8a. Children (0-11)	8b. Young Adult (12-18)	8c. Other (all ages)
Number of Programs			
Total Attendance			

Number of Public Use Computers

9a. Total	
9b. Internet Access	

IV. LIBRARY GOVERNANCE

1. Library Board Members

a. Library Board President

Salutation	First Name	Last Name	Street Address	City	ZIP Code	Email Address
Mr. / Ms.						

Salutation	First Name	Last Name	Street Address	City	ZIP Code	Email Address
b. Mr. / Ms.						
c. Mr. / Ms.						
d. Mr. / Ms.						
e. Mr. / Ms.						
f. Mr. / Ms.						
g. Mr. / Ms.						
h. Mr. / Ms.						
i. Mr. / Ms.						
j. Mr. / Ms.						
k. Mr. / Ms.						
l. Mr. / Ms.						

2. Number of Library Board Members	
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V. LIBRARY OPERATING REVENUE**1. Local Municipal Appropriations for Library Service**

Municipality Type	Name	Amount
City / Town / Village / Tribe		
City / Town / Village / Tribe		
City / Town / Village / Tribe		
City / Town / Village / Tribe		
City / Town / Village / Tribe		
City / Town / Village / Tribe		
City / Town / Village / Tribe		

County

2a. Home County Appropriation for Library Service	
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2b. Other County Payments for Library Service

County Name	Amount

3. State Funds**a. Public Library System State Funds**

Description	Amount

b. Funds Carried Forward from Previous Year**c. Other State Funded Program****4. Federal Funds**

Grant Number	Program or Project	Amount

5. Contract Income

Name	Amount

6. Funds Carried Forward	
7. All Other Operating Income	
9. Current Year Appropriation	
10. Exempt from County Library Tax [Wis. Stats. s.43.64 (2)]?	Yes / No

VI. LIBRARY OPERATING EXPENDITURES

1. Salaries and Wages	
2. Employee Benefits	

3. Library Collection Expenditures

a. Print Materials	
b. Electronic Materials	
c. Audiovisual Materials	
d. All Other Library Materials	

4. Contracts for Services

[illegible]

5. Other Operating Expenditures	
7. Of the expenditures reported in [items 1-5], report the amount expended from federal program sources.	

VII. LIBRARY CAPITAL REVENUE, EXPENDITURES, DEBT RETIREMENT, AND RENT**1. Capital Income & Expenditures**

	Brief Description of Expenditure(s)	Revenue(s)	Expenditure(s)
a. Federal			
b. State			
c. Municipal			
d. County			
e. Other			

2. Debt Retirement	
3. Rent Paid to Municipality/County	

VIII. OTHER FUNDS HELD BY THE LIBRARY BOARD

Beginning Balance of Other Funds Under Library Board Control	
Additions	
Subtractions	

IX. TRUST FUNDS

Beginning Balance of Trust Funds Controlled by the Library Board	
Additions	
Subtractions	

X. STAFF (FTE)**1. Personnel Listing****a. Employees Holding the Title of Librarian**

Position	Type of Staff	Annual Salary	Hours Worked/Week
Director	MLS (ALA) / No MLS		
	MLS (ALA) / Librarian no-MLS / Other		
	MLS (ALA) / Librarian no-MLS / Other		
	MLS (ALA) / Librarian no-MLS / Other		
	MLS (ALA) / Librarian no-MLS / Other		
	MLS (ALA) / Librarian no-MLS / Other		
	MLS (ALA) / Librarian no-MLS / Other		
	MLS (ALA) / Librarian no-MLS / Other		
	MLS (ALA) / Librarian no-MLS / Other		
	MLS (ALA) / Librarian no-MLS / Other		
	MLS (ALA) / Librarian no-MLS / Other		
	MLS (ALA) / Librarian no-MLS / Other		
	MLS (ALA) / Librarian no-MLS / Other		
	MLS (ALA) / Librarian no-MLS / Other		
	MLS (ALA) / Librarian no-MLS / Other		
	MLS (ALA) / Librarian no-MLS / Other		

b. Other Paid Staff

Job Title	Type of Staff	Total Annual Wages Paid	Hours Worked/Week

2. Library Staff Full-Time Equivalents (FTEs)

a. Persons Holding the Title of Librarian

Master's Degree from an ALA Accredited Program	
Other Persons Holding the Title of Librarian	

b. All Other Paid Staff

XI. PUBLIC LIBRARY LOANS OF MATERIAL TO NONRESIDENTS

1. Of the total circulation reported for your library from Section III item 1, what was the total circulation to nonresidents.	
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	a. Those with a Library	b. Those without a Library
2. Circulation to Nonresidents Living in Your County		
3. Circulation to Nonresidents Living in Another County in Your System		
4. Circulation to Nonresidents Living in an Adjacent County Not in Your System		

5. Circulation to All Other State Residents	
6. Circulation to Persons from Out of State	
7. Method for Determining Circulation Allocation	Actual / Survey
8a. Access Denied under s.43.17(11)(b) ?	Yes / No
8b. If Access Denied, Are Cards Sold?	Yes / No

9. Circulation to Nonresidents

Name of County	Circulation

9. Circulation to Nonresidents (cont'd)

Name of County	Circulation

XII. TECHNOLOGY

1. Internet Type	Only a dedicated or leased line / Only a broadband cable or DSL line / Both		
2. Is Internet Speed sufficient?	Our speed is sufficient almost all the time (at least 95% of the time) / Our speed is sufficient most of the time (at least 80%) / Our speed is NOT sufficient most of the time or is not sufficient at critical daily periods		
3. Use of Internet Filters	Yes, on all Internet workstations / Yes, on some Internet workstations / No filtering on any Internet workstations		
4. Does your library provide wireless Internet access for patrons' mobile devices?	Yes / No		
5a. Method of Counting Wireless Internet Uses	Not Counted / Password Controlled / Router Count		
5b. Number of Wireless Internet Uses			

XIII. YOUTH SERVICES

1. Literacy Offerings

	1a. Children (0-11)	1b. Young Adult (12-18)	1c. Other (all ages)
Number of Summer Literacy Offerings			
Total Unduplicated Individuals Involved			
Number of Other Literacy Offerings			
Total Unduplicated Individuals Involved			

2. Drop-In Activities

	2a. Children (0-11)	2b. Young Adult (12-18)	2c. Other (all ages)
No. of Drop-in Activities			
Total Participation			

3. Staff Serving Youth

First Name	Last Name	Email Address

XIV. ASSURANCE OF COMPLIANCE (select Yes to indicate compliance)

The library is established under s. 43.52 (municipalities), s. 43.53 (joint libraries), or s. 43.57 (consolidated county libraries and county library services) of the Wisconsin Statutes [s. 43.15(4)(c)1].	Yes / No
The library is free for the use of the inhabitants of the municipality by which it is established and maintained [s. 43.52(2), 73 Op. Atty. Gen. 86(1984), and OAG 30-89].	Yes / No
The library's board membership complies with statutory requirements regarding appointment, length of term, number of members and composition. [s. 43.54 (municipal and joint libraries), s. 43.57(4) & (5) (consolidated and county library services), and s. 43.60(3) (library extension and interchange)].	Yes / No
The library board has exclusive control of the expenditure of all moneys collected, donated, or appropriated for the library fund [s. 43.58(1)].	Yes / No
The library director is present in the library at least 10 hours a week while library is open to the public, less leave time [s. 43.15(4)(c)6]	Yes / No
The library board supervises the administration of the library, appoints the librarian, who appoints such other assistants and employees as the library board deems necessary, and prescribes their duties and compensation [s. 43.58(4)].	Yes / No
The library is authorized by the municipal governing board to participate in your public library system [s. 43.15(4)(c)3].	Yes / No
The library has entered into a written agreement with the public library system board to participate in the system and its activities, to participate in interlibrary loan of materials with other system libraries, and to provide, to any resident of the system area, the same library services, on the same terms, that are provided to the residents of the municipality or county that established the member library. This shall not prohibit a municipal, county, or joint public library from giving preference to its residents in library group programs held for children or adults if the library limits the number of persons who may participate in the group program, or from providing remote access to a library's electronic database only to its residents. [s. 43.15(4)(c)4].	Yes / No
The library's head librarian holds the appropriate grade level of public librarian certification from the Department of Public Instruction [s. 43.15(4)(c)6 and Administrative Code Rules PI 6.03].	Yes / No
The library annually is open to the public an average of at least 20 hours each week except that for a library in existence on June 3, 2006, annually is open to the public an average of at least 20 hours or the number of hours each week that the library was open to the public in 2005, whichever is fewer [s. 43.15(4)(c)7].	Yes / No
The library annually spends at least \$2,500 on library materials. [s. 43.15(4)(c)8].	Yes / No